

Job Fair Logistics

_____ Designate a Job Fair POC - The primary job fair POC will be the individual with overall responsibility to put together the plan and obtain the resources to conduct the job fair. This can be an individual at the local activity or a member of the professional Human Resource community.

_____ Establish date/time of event - Job fairs should be conducted on a day and time that facilitates maximum applicant availability. If a specific target audience is the goal, factors such as shift changes for that potential population should be taken into consideration.

_____ Secure the facility where the job fair will occur - Due to security concerns, job fairs may be best conducted away from a government installation. Coordination is required with Resource Management personnel if funding is required. In some cases, such as conducting job fairs at a local medical installation, part of the selling point may be to conduct an open house and give tours of the local facility during the job fair. If this is the case, extra coordination is required to ensure security concerns are met, parking and/or transportation is available, and coordination occurs with other scheduled events that could potentially impact or interfere with the job fair.

_____ Acquire volunteers to assist with setup of job fair display and to assist applicants - This should be a combination of personnel both within and outside of the personnel community.

_____ Arrange for supplies required to conduct the job fair - This includes tables, chairs, telecommunication support (copiers, phones, faxes, PC's), display boards, etc...

_____ Establish agenda to include schedule of events and informational presentations - Informational presentations may include such workshops such as effective resume' writing, interviewing techniques, benefits of working for the Federal government as an employer, and informational briefings about a specific activity and it's mission.

_____ Coordinate with guest speakers on presentation topics and requirements - Guest speakers can also be used to attract a specific target audience or to provide informational seminars.

_____ Produce brochures with information and directions to job fair - Contact your local Public Affairs Office to inquire about assistance in producing professional marketing materials.

_____ Advertise the job fair - Advertise the job fair in local newspapers, radio stations, and TV if affordable and appropriate. Local cable companies can suggest specific stations and time slots to advertise on if you are attempting to reach a specific audience. Coordination with public affairs can assist in this coordination effort. Resource management should always be kept informed of any planning activities that require the expenditure of government funding.

_____ Acquire promotional and informational items to give away at job fair - These can include brochures and informational handouts, but may also include small giveaways such as pens, small office items, or other small tokens that advertise the Army as an employer.

_____ Coordinate closing dates of announcements for current vacancies with job fair date - This coordination must take place between the manager, CPOC personnel, and those conducting the job fair. Having actual announcements open during the course of the job fair in which to apply interested and qualified applicants against is recommended in order to fill positions in a timely manner.

_____ Copies of announcements and information on how to apply - On-site assistance or workshops on how to input a resume' in the resume' builder, how to self-nominate for a vacancy, and how to inquire as to the status of positions applied for are good topics to consider.

_____ Sign-in/registration sheets - These should be used to track job fairs attendees in order to track the potential impact the job fair has on filling vacancies.

_____ Arrange for selecting officials to be present - Selecting officials should be present and participate in the job fair. They can answer specific questions regarding positions to be filled, and in some cases may be able to conduct interviews and/or extend tentative job offers.

_____ Arrange for someone to give tours if job fair is onsite - Tours of a specific activity or installation may be beneficial if possible. Security concerns and close coordination to minimize disruption to the organization's mission must be considered.

_____ OPM Qualification standards and rating plans to make onsite qualification determinations - Have all applicable personnel resources onsite to include SME's if required.

_____ Setup private space for selecting officials to conduct interviews - This may not be feasible if a large number of applicants are expected, but if the target audience is relatively small, on-site interviews and in some cases, tentative job offers can assist with the timely filling of vacancies.

_____ Post job fair activities - Hold meeting with job fair participants at it's conclusion to verify who will follow up on job offers made, who will issue referral lists for those applications collected and time frame at which this will occur, RPA's needed, etc...

_____ Evaluation of job fair success - Track the number of attendees, interviews conducted, job offers made as a result of the fair, and number of job offers accepted. Recommendations for improvement or observations made to improve future job fairs should be tracked at this time and passed up the supervisory chain-of-command with the specific activity and within the personnel community.